



UNIVERSITY OF  
MARYLAND  
COLLEGE OF INFORMATION STUDIES

**iSchool New Employee Checklist - Adjunct (Administrative List)**

Prior to First Day:

| ✓ | Item                      | Contact   |
|---|---------------------------|---|
|   | New Employee Forms        | <a href="http://internal.ischool.umd.edu/operations/human-resources/new-employee-resources/">http://internal.ischool.umd.edu/operations/human-resources/new-employee-resources/</a> |
|   | Parking Permit            | Daisy Mason, <a href="mailto:dcmason@umd.edu">dcmason@umd.edu</a>   |
|   | Faculty Directory Listing | Mia Hinckle, <a href="mailto:mhinckle@umd.edu">mhinckle@umd.edu</a>   |

Within the First Week:

| ✓ | Item  | Contact   |
|---|---|---|
|   | ID Card – 1 <sup>st</sup> Floor Mitchell Building         | <a href="http://www.registrar.umd.edu/current/Policies/id-cards.html">http://www.registrar.umd.edu/current/Policies/id-cards.html</a> |
|   | Building Access   | Cecilia Penn-Diallo, <a href="mailto:cpdiallo@umd.edu">cpdiallo@umd.edu</a>   |
|   | Set up Directory ID/Password                              | <a href="https://identity.umd.edu/id/newuser">https://identity.umd.edu/id/newuser</a>   |
|   | Set Up Email Account                                      | <a href="https://oacs.umd.edu/landingtopic/campus-email">https://oacs.umd.edu/landingtopic/campus-email</a>                           |
|   | Addition to Listservs (iSchool Faculty and Announcements) | Kibbi Henderson, <a href="mailto:kibbihen@umd.edu">kibbihen@umd.edu</a>   |
|   | Review iSchool Internal Website                           | <a href="http://internal.ischool.umd.edu/">http://internal.ischool.umd.edu/</a>   |